

The Church of England  
Key Roles and Responsibilities of Church  
Office Holders and Bodies  
Practice Guidance

**A Summary for Parishes in  
The Church of England - Birmingham**



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# 1. Introduction

In October 2017 the Church of England published its practice guidance on Key Roles and Responsibilities of Church Office Holders and Bodies.

It outlines the safeguarding responsibilities of key office holders and bodies in line with 'Promoting a Safer Church': The Church of England policy statement for children, young people and adults.

## Who does the guidance apply to?

The guidance clarifies key safeguarding roles and responsibilities for some church office holders and bodies, as agreed by the House of Bishops, including a:

- Parochial Church Council (PCC)
- Incumbent / Priest-in-Charge
- Church Warden
- Parish Safeguarding Co-ordinator
- Parish Identity Verifier

in order to support a consistent approach to safeguarding across the whole Church.

Under section 5 of the Safeguarding and Clergy Discipline Measure 2016 all PCCs, churchwardens, ordained and lay ministers (that is, anyone who has the authorisation, licence and/or permission of a diocesan bishop to practice ministry. For example, in this diocese, this includes Readers and Commissioned Pastoral Visitors as well as all clergy) must have **due regard**<sup>1</sup> to the House of Bishop's policy.

## What does this guidance replace?

It updates and replaces the 'Responsibilities of Church Organisations' section in 'Protecting all God's Children 2010'.

## What other resources are available?

The Church of England will publish a 'Parish Safeguarding Handbook' (planned for summer 2018) to support the local church in fulfilling its responsibilities as outlined in this practice guidance.

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<sup>1</sup> A duty to have due regard means that the person under the duty is not free to disregard it but is required to follow such guidance unless there are cogent reasons for not doing so

The following is a summary of the practice guidance most relevant to the local church. The full policy document is available on the [Church of England website](#)

All extracts from the Church of England practice guidance on Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance appear in this font in blue.

**A summary of core responsibilities are indicated in green**

Links to further guidance and resources are indicated in grey

## 2. The Parish Roles and Responsibilities

### Parochial Church Council (PCC) and the Incumbent<sup>2</sup>

The PCC is the main decision maker of a parish. Its powers and duties are defined by legislation and can principally be found in the Parochial Church Councils (Powers) Measure 1956.

All PCCs are charities, most do not need to register with the Charity Commission, except those with an annual income of more than £100,000. Therefore, every member of a PCC is also a charity trustee. If a PCC is a charity it must comply with the Charity Commission guidance and legislation in relation to charities.

The Charity Commission's strategy for dealing with safeguarding issues within charities can be found at <https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities>

The incumbent's role is to provide leadership concerning safeguarding, and to encourage everyone to promote a safer church.

The PCC and the incumbent have a duty of care to ensure the protection of the vulnerable in their church community. In terms of safeguarding, with the incumbent the PCC will:

Promote a safer church for all in the church community, and ensure there is a plan in place to raise awareness of, promote training and ensure that safeguarding is taken seriously by all those in the church community

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<sup>2</sup> The incumbent may be called the vicar, rector, parson and for the purposes of this document will also include a priest-in-charge.

### a. Adopt:

- ✓ Promoting a Safer Church policy commitments
- ✓ all House of Bishops' safeguarding policies and practice guidance

- The House of Bishops' 'Promoting a Safer Church; safeguarding policy statement;'
- The House of Bishops' and diocesan safeguarding policies and practice guidance, while being responsive to local parish requirements;

Procedures in The Church of England - Birmingham for the implementation of national policy and practice guidance can be found on our website

[www.cofebirmingham.com/hub/safeguarding/policies/](http://www.cofebirmingham.com/hub/safeguarding/policies/)

An example Promoting a Safer Church policy statement for the parish to agree can be found on our website

[www.cofebirmingham.com/hub/safeguarding/policies/](http://www.cofebirmingham.com/hub/safeguarding/policies/)

The House of Bishops' 'Promoting a Safer Church; safeguarding policy statement' is available at

[www.churchofengland.org/more/safeguarding](http://www.churchofengland.org/more/safeguarding)

### b. Appoint:

- ✓ a lay Parish Safeguarding Co-ordinator
- ✓ a Parish Identity Verifier

- At least one appropriately experienced designated parish safeguarding co-ordinator<sup>3</sup> to work with the incumbent and PCC. The parish safeguarding co-ordinator should be a lay person. It cannot be the incumbent. The parish safeguarding co-ordinator may also be the parish identity verifier for church officers who work with children or vulnerable adults but if not, the PCC should appoint another individual. The parish safeguarding co-ordinator should be supported, trained and given a copy of the parish safeguarding policy and procedures;
- Additional safeguarding roles, as required. These roles are optional. They will be dependent on local need and available resources. They may also be fulfilled by the same people. Any additional roles are left to local determination (see 'Additional Parish Roles' below);

<sup>3</sup> The requirement is to have a named parish safeguarding co-ordinator. If appropriate, in rural parishes or parishes held in plurality, consider joining together to share a parish safeguarding co-ordinator while remembering that legal responsibility will continue to rest with the individual parishes.

### c. Safer Recruit, Support and Train:

- ✓ safer recruit (DBS checks every 5 years)
- ✓ guidelines for volunteers and paid workers
- ✓ safeguarding training every 3 years
- ✓ insurance for activities

- Ensure that all church officers who work with children, young people and/or vulnerable adults are:
  - recruited following the House of Bishops' Safer Recruitment practice guidance;
  - aware of and work to House of Bishops' safeguarding guidance (includes both policies and practice guidance);
  - attend diocesan safeguarding training at least every three years;
- Provide appropriate insurance to cover for all activities undertaken in the name of the PCC which involve children and vulnerable adults;

Details of diocesan safeguarding training are available at  
[www.cofebirmingham.com/hub/safeguarding/training/](http://www.cofebirmingham.com/hub/safeguarding/training/)

The Church of England – Birmingham procedures for safer recruitment are available at  
[www.cofebirmingham.com/hub/safeguarding/recruitment/](http://www.cofebirmingham.com/hub/safeguarding/recruitment/)

Resources for working with children, young people and vulnerable adults are available in the Resource Hub on our website:  
[www.cofebirmingham.com/hub/](http://www.cofebirmingham.com/hub/)

The House of Bishops' safeguarding guidance is available at  
[www.churchofengland.org/more/safeguarding](http://www.churchofengland.org/more/safeguarding)

### d. Display:

- ✓ Promoting a Safer Church statement
- ✓ 'Need to Talk' poster
- ✓ safeguarding handbook

- A formal statement of adoption of the House of Bishops' 'Promoting a Safer Church; safeguarding policy statement'. This should be signed on behalf of the PCC;

- Contact details of the parish safeguarding co-ordinator, churchwarden and any other local leaders; A PCC must display the diocesan 'Need to Talk' Poster in all its premises
- Information about where to get help with child and adult safeguarding issues e.g. local authority contact details, domestic abuse and key helplines e.g. ChildLine A PCC must display the diocesan 'Need to Talk' Poster in all its premises
- Provide access to a safeguarding handbook;<sup>4</sup>

An example Promoting a Safer Church policy statement for the parish to display can be found on our website

[www.cofebirmingham.com/hub/safeguarding/policies/](http://www.cofebirmingham.com/hub/safeguarding/policies/)

Email [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com)  
for a 'Need to Talk' poster

### e. Respond:

Create an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently;

- ✓ **procedure to respond to concerns**
- ✓ **report to Bishop's Safeguarding Adviser**
- ✓ **comply with data protection regulation**
- ✓ **risk assess activities**

- Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the Bishop's Safeguarding Adviser;
- Report all safeguarding concerns or allegations against church officers to the Bishop's Safeguarding Adviser;
- Ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the Bishop's Safeguarding Adviser;
- Comply with all data protection legislation especially in regard to storing information about any paid and unpaid workers and any safeguarding records;

<sup>4</sup> Please note this may be the House of Bishops' Handbook that will be available in 2018. Once this is available, The Church of England – Birmingham may develop a version of this for parishes to use.



- Ensure that an “activity risk assessment” is completed and reviewed regularly for each activity, which is associated with either children or vulnerable adults, and run in the name of the Church.
- Ensure that every worker or volunteer that the PCC appoints to work with children, young people and/or vulnerable adults is given ‘A Small Guide to Safeguarding’

Report concerns and allegations to the Bishop’s Safeguarding Adviser:

*Tel: 07342 993 844*

*Email: StephH@cofebirmingham.com*

*Online Referral Form at*

*[www.cofebirmingham.com/hub/safeguarding](http://www.cofebirmingham.com/hub/safeguarding)*

Data Protection resources for parishes are available on the Parish Resources website:

*<http://www.parishresources.org.uk/gdpr/>*

A risk assessment template is available on our website:

*[www.cofebirmingham.com/hub/safeguarding/children/](http://www.cofebirmingham.com/hub/safeguarding/children/)*

Email [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com) to obtain ‘A Small Guide to Safeguarding’ for your workers and volunteers

## f. Review and Report Progress:

- ✓ regular reports to PCC
- ✓ standing PCC agenda item
- ✓ annual report at APCM

- The parish safeguarding co-ordinator should regularly report on safeguarding in the parish.<sup>5</sup> Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC should provide an annual report in relation to safeguarding. In the PCC’s annual report will be a statement which reports on progress and a statement as to whether or not the PCC has complied with the duty to have “due regard” to the House of Bishops’ guidance in relation to safeguarding.<sup>6</sup>

<sup>5</sup> Whether the PSC is a member of the PCC is up to local determination. At a minimum they should report regularly to it.

<sup>6</sup> See the Safeguarding and Clergy Discipline Measure 2016, section 5

## g. Hire out church premises:

- ✓ safeguarding statement in hire agreement
- ✓ public liability insurance

- Any hire agreement with any person/body wishing to hire church premises<sup>7</sup> must contain a provision whereby the person/body hiring the premises agrees to comply with all relevant statutory safeguarding legislation and guidance.
- The hire agreement should also contain a provision whereby all those hiring church premises are required to ensure that children and vulnerable adults are protected at all times, relevant staff have had appropriate Disclosure & Barring Service checks and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring.
- Ensure all those hiring church premises carry full public liability insurance for their activity, including for safeguarding.

Example statements for hirers of church premises are available on our website:

[www.cofebirmingham.com/hub/safeguarding/policies/](http://www.cofebirmingham.com/hub/safeguarding/policies/)

## h. Working in a Local Ecumenical Partnership:

- ✓ agree a denomination for safeguarding
- ✓ tell Bishop's Safeguarding Adviser

- If working within Local Ecumenical Partnerships, agree which denomination or organisation's safeguarding policy to follow, including where to seek advice in urgent situations in line with the practice guidance. This decision should be ratified both by the bishop and other appropriate church leaders in the partnership and shared with the Bishop's Safeguarding Adviser; in the event of a specific safeguarding concern, ensure that all the local ecumenical partners are notified.

The House of Bishops' Local Ecumenical Partnerships practice guidance is available at

[www.churchofengland.org/more/safeguarding](http://www.churchofengland.org/more/safeguarding)

<sup>7</sup> This means a church building and/or, church hall

## i. During a clergy vacancy

✓ follow The Church of England – Birmingham Safeguarding During a Vacancy procedure

- During an interregnum the PCC must, working with the churchwardens, ensure that all information about safeguarding matters is securely stored before passing the information on to the new incumbent. The Church of England -Birmingham safeguarding team will contact the parish to discuss safeguarding arrangements during the vacancy.

A summary of The Church of England – Birmingham’s safeguarding during a vacancy procedure is available on our website  
[www.cofebirmingham.com/hub/safeguarding/policies/](http://www.cofebirmingham.com/hub/safeguarding/policies/)

### 3. Churchwardens

- ✓ health & safety check for premises
- ✓ risk assessments for activities
- ✓ insurance for all activities
- ✓ procedure for complaints and grievances
- ✓ oversight of safeguarding in a vacancy

In relation to safeguarding, the churchwardens work with the incumbent, PCC and parish safeguarding co-ordinator to:

- Ensure that in the period of a vacancy (during an interregnum), that the incumbent's safeguarding roles and responsibilities are fulfilled, in consultation with the PCC, parish safeguarding co-ordinator and the area dean;
- Pay attention to the specific needs of children and vulnerable adults when undertaking health and safety inspections and risk assessment;
- Ensure that risk assessments are carried out before new activities are undertaken;
- Ensure that all parish activities with children and vulnerable adults are adequately supervised and insured;
- Ensure that the parish has procedures for responding to complaints and grievances (this does not mean safeguarding concerns or allegations but complaints about the quality of a safeguarding response or activity);
- Answer questions regarding safeguarding as they arise in the archdeacon's visitations, and respond to any specific safeguarding advice, which may be given from the archdeacon.

A summary of The Church of England – Birmingham's safeguarding during a vacancy procedure is available on our website:

[www.cofebirmingham.com/hub/safeguarding/policies/](http://www.cofebirmingham.com/hub/safeguarding/policies/)

A health and safety checklist for children is available at

[www.cofebirmingham.com/hub/safeguarding/policies/](http://www.cofebirmingham.com/hub/safeguarding/policies/)

A risk assessment template is available on our website:

[www.cofebirmingham.com/hub/safeguarding/policies/](http://www.cofebirmingham.com/hub/safeguarding/policies/)

A model parish policy for safeguarding complaints is available on our website

[www.cofebirmingham.com/hub/safeguarding/policies/](http://www.cofebirmingham.com/hub/safeguarding/policies/)

## 4. Parish Safeguarding Co-ordinator

- ✓ receive, respond to & report all concerns & allegations
- ✓ maintain safeguarding records
- ✓ oversee and promote:
  - ✓ *safer practices*
  - ✓ *safer recruitment*
  - ✓ *safeguarding training*
- ✓ report to PCC

Each parish safeguarding co-ordinator's role is to:

- Work closely with the incumbent to advise within the parish on all safeguarding matters relating to children, young people and vulnerable adults;
- Receive, with the incumbent, any concerns about children or adults in the parish and make sure that proper advice is sought and proper referrals are made;
- Report all matters relating to concerns and allegations of abuse against church officers, in liaison with the incumbent, to the Bishop's Safeguarding Adviser who will liaise with the statutory agencies, as required. Concerns about the incumbent should be raised directly with the Bishop's Safeguarding Adviser;
- Ensure that any ex-offenders with offences against children or vulnerable adults known to be in the church community are notified to the Bishop's Safeguarding Adviser and contribute to managing Safeguarding Agreements;
- Promote safer practices in all activities and make any recommendations required taking into account the particular arrangements of the parish;
- Seek to ensure that Safer Recruitment practice is followed, with the support of diocese.
- Attend diocesan safeguarding training at least every three years and a diocesan annual resourcing and recognition day for parish safeguarding co-ordinators;
- Maintain safeguarding records;
- Complete national, diocesan and parish safeguarding self-assessments as required;
- Contribute to the annual review of parish safeguarding arrangements;
- The parish safeguarding co-ordinator should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC will provide an annual report in relation to safeguarding.

The parish safeguarding co-ordinator may also be responsible for:

- Being the Children's and /or Vulnerable Adult Advocate (see below);
- Being the Parish Identity Verifier (see below);
- Supporting other church officers who work with children or vulnerable adults;
- Providing or arranging provision of safeguarding training for parish workers (both volunteers and paid staff).

Preferably the parish safeguarding co-ordinator should be someone who is a lay person, has good pastoral and organisational skills and experience of working with children/young people or vulnerable adults, although not always currently involved in such work in the parish. They should not be the incumbent or his or her partner.

The level of the resource will be dependent on the size and complexity of the parish. These roles often are voluntary but some larger parishes have paid posts. Some parishes have one parish safeguarding co-ordinator for children and one for vulnerable adults. If required, in rural parishes, or in group arrangements, arrangements for safeguarding maybe shared whilst remembering that legal responsibilities will continue to rest with the individual parishes.

Report concerns and allegations to the Bishop's Safeguarding Adviser:

*Tel: 07342 993 844*

*Email: StephH@cofebirmingham.com*

*Online Referral Form at*

*[www.cofebirmingham.com/hub/safeguarding](http://www.cofebirmingham.com/hub/safeguarding)*

Resources for parish safeguarding co-ordinators and safeguarding updates are available at

*[www.cofebirmingham.com/hub/safeguarding/coordinators/](http://www.cofebirmingham.com/hub/safeguarding/coordinators/)*

Details of training and the annual resourcing & recognition day for Parish Safeguarding Co-ordinators are available on our website

*[www.cofebirmingham.com/hub/safeguarding/training/](http://www.cofebirmingham.com/hub/safeguarding/training/)*

An example role outline for a parish safeguarding co-ordinator is available on our website

*[www.cofebirmingham.com/hub/safeguarding/recruitment/](http://www.cofebirmingham.com/hub/safeguarding/recruitment/)*

## 5. Parish Identity Verifier

Every parish should have a nominated person who is responsible for administration of Disclosure & Barring Service applications. As a minimum the PCC must appoint one lead parish identity verifier. The PCC may appoint as many additional parish identity verifiers as it wishes. The parish safeguarding co-ordinator or incumbent may undertake this role, but it may also be carried out by a parish administrator or other suitable lay or ordained person.

In particular, the parish identity verifier is responsible for:

- Establishing the true identity of the applicant, through the examination of a range of identification documents as set out by the Disclosure and Barring Service;
- Checking and validating the information provided by the applicant on the application form;
- Ensuring the application form is fully completed and the information it contains is accurate.
- The parish identity verifier is also responsible for maintaining a record of all Disclosure & Barring Service applications for the parish and ensuring that criminal records checks are renewed every five years for current workers, volunteers and PCC members.

- Registration form for new parish identity verifiers to complete
- Safer recruitment forms for new volunteers
- Guidance on how to verify identity using the online Disclosure & Barring Service system
- An example role outline for parish identity verifiers

All available on our website:

[www.cofebirmingham.com/hub/safeguarding/recruitment/](http://www.cofebirmingham.com/hub/safeguarding/recruitment/)

## 6. Additional Parish Roles

These roles are optional and will not be required in every parish. This is for local determination depending on need and resources. If any of the roles are required they can be carried out by the same person or a number of different people depending on the circumstances of a particular parish.

### Children's Advocate/Youth Advocates/Independent Person

- This person is someone whom children and young people know they could talk to about any problems, if they so wish.
- This person, where appointed, should be included on the 'Need To Talk?' poster, displayed in every church

### Vulnerable Adults Advocate/ Independent person

- This person is someone whom vulnerable adults know they could talk to about any problems, if they so wish.
- This person, where appointed, should be included on the 'Need To Talk?' poster, displayed in every church

### Children's/Young People Officer

- This person is responsible for ensuring the welfare of any children and/or young people in activities such as choirs, music groups, bell ringing or as an escort in transport arranged by the church.

Email [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com) for a 'Need to Talk' poster



## Appendix 1 Parish Safeguarding Responsibilities Checklist

If you need any help completing this checklist, please contact the Safeguarding Training & Development Officer at [safeguardingsupport@cofebirmingham.com](mailto:safeguardingsupport@cofebirmingham.com)

### Who has the PCC appointed?

<b>Parish:</b>	
<b>Current Office Holders</b>	<b>Name</b>
<b>Parish Safeguarding Co-ordinator (PSC)</b> <i>(required – the PCC must appoint a lay PSC, unrelated to the vicar)</i>	
<b>Parish Safeguarding Co-ordinator (PSC)</b> <i>(optional – only include if you have appointed more than one PSC. For example, you may have different PSCs for children and adults)</i>	
<b>Vicar</b>	
<b>Lead Parish Identity Verifier</b> <i>(required)</i>	
<b>Parish Identity Verifier</b> <i>(optional – only include if you have appointed more than one Parish Identity Verifier)</i>	
<b>Children’s Advocate</b> <i>(optional – only include if you have appointed one)</i>	
<b>Vulnerable Adult Advocate</b> <i>(optional – only include if you have appointed one)</i>	
<b>Domestic Violence Contact</b> <i>(required – the PSC named above may also be appointed as the PCC’s Domestic Violence Contact)</i>	
<b>PCC Safeguarding Lead</b> <i>(This is a PCC member who ensures that the PCC is fulfilling its safeguarding responsibilities in accordance with UK law and guidance issued by the House of Bishops and the Charity Commission. This may be the vicar or PSC if they are also a PCC member)</i>	
<b>Church Warden</b>	
<b>Church Warden</b>	
<b>PCC Secretary</b>	

**PSC** = Parish Safeguarding Co-ordinator    **BSA** = Bishop’s Safeguarding Adviser    **PIV** = Parish Identity Verifier  
**RAG Rating** -> **Red Amber Green Rating**

Where you answer ‘no’ to a question below, assess how quickly the PCC needs to take action to reduce the risk this poses. e.g. Where the risk of harm is very high if the action is not completed, rate this **red** and take action as soon as possible. Where there is a medium risk of harm, rate this **amber** and you may need to take action within the next two - six months. Where the risk of harm is low, rate the risk **green** and complete this within a reasonable period of time.

<b>ADOPT</b>		<b>If no, action required for improvement</b>	<b>RAG Rating</b>
<ul style="list-style-type: none"> <li>Promoting a Safer Church policy commitments</li> <li>All House of Bishops' safeguarding policies &amp; practice guidance</li> </ul> <p><i>(templates are available at <a href="http://www.cofebirmingham.com/hub/safeguarding/policies/">www.cofebirmingham.com/hub/safeguarding/policies/</a>)</i></p>			
Has the PCC formerly adopted the House of Bishops' Promoting a Safer Church policy commitments?	Yes / No		
Has the PCC formerly adopted all of the House of Bishops' safeguarding policy and practice guidance?	Yes / No		
Has the PCC formerly agreed to implement all of The Church of England – Birmingham's procedures in relation to the above policy and practice guidance?	Yes / No		
When are the following parish policies due to be reviewed? <ul style="list-style-type: none"> <li>Safeguarding Policy</li> <li>Recruitment of Ex-offenders</li> <li>Domestic Violence</li> <li>Complaints &amp; Whistle-blowing</li> <li>Employee Grievance &amp; Whistle-blowing</li> </ul>	<i>Renewal Dates:</i>		
Do church officers and members have access to the parish safeguarding policy statement?	Yes / No		

<b>APPOINT</b>		<b>If no, action required for improvement</b>	<b>RAG Rating</b>
<ul style="list-style-type: none"> <li>• a lay Parish Safeguarding Co-ordinator</li> <li>• a Parish Identity Verifier</li> </ul> <p><i>(role outlines are available at <a href="http://www.cofebirmingham.com/hub/safeguarding/recruitment/">www.cofebirmingham.com/hub/safeguarding/recruitment/</a>)</i></p> <ul style="list-style-type: none"> <li>• a Domestic Violence Contact</li> </ul>			
Has the PCC appointed a lay PSC who is unrelated to the incumbent / priest-in-charge?	Yes / No		
Does the PSC have a current DBS check?	Yes / No		
Has the PSC attended C3 (or C2) and S1 training?	Yes / No		
Did the PSC attend the last annual Resourcing & Recognition day for PSCs? <i>(held annually)</i>	Yes / No		
Has the PCC appointed a lay Domestic Violence Contact who is unrelated to the incumbent / priest-in-charge? <i>(the PSC may also be the domestic violence contact)</i>	Yes / No		
Has the PCC appointed a Parish Identity Verifier?  If no, how does the PCC process DBS checks?	Yes / No		

<b>SAFER RECRUIT, SUPPORT &amp; TRAIN</b>		<b>If no, action required for improvement</b>	<b>RAG Rating</b>
<ul style="list-style-type: none"> <li>safer recruit (DBS checks every 5 years) <i>(forms and info available at <a href="http://www.cofebirmingham.com/hub/safeguarding/recruitment/">www.cofebirmingham.com/hub/safeguarding/recruitment/</a>)</i></li> <li>guidelines for volunteers and paid workers <i>(examples are available at <a href="http://www.cofebirmingham.com/hub/safeguarding/children/">www.cofebirmingham.com/hub/safeguarding/children/</a> &amp; <a href="http://www.cofebirmingham.com/hub/safeguarding/adults/">www.cofebirmingham.com/hub/safeguarding/adults/</a>)</i></li> <li>safeguarding training every 3 years <i>(booking &amp; info available at <a href="http://www.cofebirmingham.com/hub/safeguarding/training/">www.cofebirmingham.com/hub/safeguarding/training/</a>)</i></li> <li>insurance for activities</li> </ul>			
Do all church officers* where the role is eligible for a DBS check, (including PCC members) have a current check?	Yes / No		
What is the parish procedure to ensure DBS checks are renewed every five years?			
<p><i>For every role eligible for a DBS check:</i></p> <ul style="list-style-type: none"> <li>there is a role outline?</li> <li>have church officers* completed a personal details form / application form?</li> <li>have two references been taken?</li> <li>have church officers* signed a confidential self-declaration form?</li> </ul> <p><i>(N.B. as elected officials PCC members do not need references but must complete a confidential self-declaration form)</i></p>	Yes / No Yes / No Yes / No Yes/ No		
Have church officers* working with children, young people or vulnerable adults been given guidelines for their role?	Yes / No		
Have all church officers* working with children and vulnerable adults attended diocesan safeguarding training?	Yes / No		
What is the parish procedure to ensure attendance at safeguarding training is renewed every three years?			
What are the current activities in the parish with children, young people or vulnerable adults?			
Does the PCC have insurance for all of these activities?	Yes / No		
Who is responsible for renewing the insurance policy?			
<p><i>*A church officer is anyone elected to, or appointed to, a role on behalf of the PCC, whether lay or ordained, paid or unpaid</i></p>			

<p><b>RESPOND</b></p> <ul style="list-style-type: none"> <li>• procedure to respond to concerns <i>(available at <a href="http://www.cofebirmingham.com/hub/safeguarding/policies/">www.cofebirmingham.com/hub/safeguarding/policies/</a>)</i></li> <li>• report to Bishop’s Safeguarding Adviser</li> <li>• comply with data protection regulations</li> <li>• risk assess activities <i>(examples at <a href="http://www.cofebirmingham.com/hub/safeguarding/policies/">www.cofebirmingham.com/hub/safeguarding/policies/</a>)</i></li> </ul>		<p><b>If no, action required for improvement</b></p>	<p><b>RAG Rating</b></p>
<p>What is the current parish procedure for responding to concerns, allegations and disclosures?</p> <p>Does this comply with the diocesan reporting procedure?</p>	<p>Yes / No</p>		
<p>Have all concerns / allegations against church officers* or relating to abuse at church activities during the past year been reported to the BSA?</p> <p>Or, if there haven’t been any during the last year, does the parish policy include a requirement to do this?</p>	<p>Yes / No</p> <p>Yes / No</p>		
<p>Does the parish policy include a requirement to report anyone whose behaviour poses a risk to the BSA? (e.g. a person who has convictions for sex offences)</p>	<p>Yes / No</p>		
<p>What is the current procedure for responding to concerns, allegations and disclosures about domestic violence?</p> <p>Does this comply with the diocesan reporting procedure?</p>	<p>Yes / No</p>		
<p>Safeguarding records – concerns, allegations, safer recruitment records and training records</p> <p>Are the records kept securely?</p> <p>Is access to the records of safeguarding concerns &amp; allegations limited to the vicar and PSC?</p> <p>Is access to the safer recruitment and training records limited to the vicar, PSC &amp; PIV?</p> <p>If no to any of the above, does access to the records comply with current Data Protection legislation? <i>(e.g. is access secure, controlled, necessary &amp; proportionate)</i></p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>		

Has a risk assessment been done for all current activities with children, young people and vulnerable adults?	Yes / No		
Are risk assessments reviewed annually?	Yes / No		
Have church officers* who have contact with children and vulnerable adults been given a Small Guide to Safeguarding? <i>(available from <a href="mailto:safeguardingsupport@cofebirmingham.com">safeguardingsupport@cofebirmingham.com</a>)</i>	Yes / No		
<p><i>*A church officer is anyone elected to, or appointed to, a role on behalf of the PCC, whether lay or ordained, paid or unpaid</i></p>			

<b>DISPLAY</b>		<b>If no, action required for improvement</b>	<b>RAG Rating</b>
<ul style="list-style-type: none"> <li>• Promoting a Safer Church statement <i>(template available at <a href="http://www.cofebirmingham.com/hub/safeguarding/policies/">www.cofebirmingham.com/hub/safeguarding/policies/</a>)</i></li> <li>• 'Need to Talk' Poster <i>(available from <a href="mailto:safeguardingsupport@cofebirmingham.com">safeguardingsupport@cofebirmingham.com</a>)</i></li> <li>• Parish safeguarding policy or handbook</li> <li>• Domestic Violence policy statement <i>(template available at <a href="http://www.cofebirmingham.com/hub/safeguarding/abuse/">www.cofebirmingham.com/hub/safeguarding/abuse/</a>)</i></li> </ul>			
<p>Is the PCC's statement of adoption of the House of Bishops' Promoting a Safer Church policy commitments displayed:</p> <ul style="list-style-type: none"> <li>• on church premises? <i>(required)</i></li> <li>• on the church website? <i>(optional)</i></li> </ul>	<p>Yes / No</p> <p>Yes / No</p>		
<p>Is the 'Need to Talk' Poster displayed in all church premises?</p>	<p>Yes / No</p>		
<p>Is the PCC's safeguarding policy or handbook displayed:</p> <ul style="list-style-type: none"> <li>• on church premises? <i>(required)</i></li> <li>• on the church website? <i>(optional)</i></li> </ul>	<p>Yes / No</p> <p>Yes / No</p>		
<p>Is the PCC's Domestic Violence policy statement displayed:</p> <ul style="list-style-type: none"> <li>• on church premises? <i>(required)</i></li> <li>• on the church website? <i>(optional)</i></li> </ul>	<p>Yes / No</p> <p>Yes / No</p>		

<b>HIRERS</b>		<b>If no, action required for improvement</b>	<b>RAG Rating</b>
<ul style="list-style-type: none"> <li>• safeguarding statement in hire agreement <i>(example at <a href="http://www.cofebirmingham.com/hub/safeguarding/policies/">www.cofebirmingham.com/hub/safeguarding/policies/</a>)</i></li> <li>• public liability insurance</li> </ul>			
Who are the current regular hirers of church premises?			
Has every hirer signed a safeguarding statement agreeing to comply with all relevant statutory legislation and guidance?	Yes / No		
Have all regular hirers, who provide activities and/or services for children, young people and/or adults with care and support needs, given the church a copy of their safeguarding policy?	Yes / No		

<b>REVIEW &amp; REPORT PROGRESS</b>		<b>If no, action required for improvement</b>	<b>RAG Rating</b>
<ul style="list-style-type: none"> <li>• regular safeguarding reports to PCC</li> <li>• safeguarding as a standing PCC agenda item</li> <li>• annual safeguarding report at APCM</li> </ul>			
Does the PSC give a regular report to PCC?	Yes / No		
Is safeguarding included on the agenda of every PCC meeting?	Yes / No		
Is safeguarding reviewed annually by the PCC? <i>(required)</i>	Yes / No		
Is a safeguarding report included at the APCM? <sup>8</sup> <i>(required)</i>	Yes / No		
<b>Date to Review Parish Safeguarding Responsibilities Checklist</b>			

<sup>8</sup> Following the approval of the Safeguarding Clergy Discipline Measure 2016 by Parliament and General Synod amendments were made to the Church Representation Rules that affect APCM reports. The amendments mean that the APCM meeting must now include a report about safeguarding that confirms a PCC has complied with its duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults. Assuming that your PCC has duly complied, appropriate wording for the report would be:

The council has complied with its duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.